U.S. Department of Health and Human Services
Administration for Children & Families

Search: Go

ACF Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News | HHS Home

Questions? | Privacy | Site Index | Contact Us | Download Reader™ | Print

Login | Registration

ECLKC
Early Childhood Learning & Knowledge Center
"A service of the Office of Head Start"
Toll-free: 1-866-763-6481

Search ECLKC   Search this Location

Head Start Program | Directories | Collaboration Offices | Resources | Regulations & Policies | News & Events | Contact Us

ECLKC Home > Fiscal > Grants > Application

- Disabilities
- Dual Language Learners (DLL) & Their Families
- Early Childhood Development
- Early Head Start (EHS)
- Español
- Facilities
- Family & Community Partnerships
- Fiscal
  - After the Grant Award
  - Appeals and Re-designation
  - Costs
  - Departmental Appeals Board Decisions
  - Financial Management
  - Fiscal Assistant
  - Grants
  - Legislation & Regulations
  - Management Initiative
  - Narrative Discussions
  - Procurement Standards
  - Program Management
  - Property Standards
  - Reports & Records
  - Standard Forms
  - Wage & Fringe Benefits Comparability Toolbox
- For Parents
- Health
- Management & Administration
- Mental Health
- Professional Development
- Research
- Transportation

ES ESPAÑOL   PRINT   EMAIL   QUESTIONS   COMMENT

E-Rate Discounts Available in Select States—Apply Now!

ACF-IM-HS-06-07

The E-rate program's intent is to bring libraries and school into the information age by providing affordable telecommunications services to all eligible applicants, especially in disadvantaged areas. Grantees now have an opportunity to take advantage of this funding to update or install communication systems in their programs.

E-Rate Discounts Available in Select States—Apply Now!

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-06-07	2. Issuance Date: 12/08/2006
	3. Originating Office: Office of Head Start	
	4. Key Word: E-Rate Discounts Available in Select States–Apply Now!	

INFORMATION MEMORANDUM

TO: All Head Start Grantees

SUBJECT: Discounted Telecommunication and Internet Access: E-Rate

INFORMATION:

The Federal Communications Commission (FCC) has established a Schools and Libraries Universal Service Program to bring schools and libraries in America into the information age. This program, commonly known as the E-Rate, was established as part of the Telecommunications Act of 1996 and provides affordable telecommunications services for all eligible schools and libraries, especially those in rural and economically disadvantaged areas. Funding is capped at $2.25 billion annually. The Universal Service Administrative Company (USAC) administers the program for the FCC.

The E-Rate supports connectivity—the conduit for communications using telecommunications services and/or the Internet. Applicants may request funds under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. **Applications must be filed annually and the deadline for filing is January 10, 2007.**

Discounts for support depend on the level of poverty and the urban/rural status of the population served. Discounts range from 20 percent to 90 percent of the costs of eligible services. Head Start programs in the states listed below are eligible for the higher discount rates. In real dollars saved, at the 90 percent rate, a monthly telecommunications bill of $1000 would be $100, for an annual savings of $10,800.

In order for a Head Start program to be eligible, there must be language in their state statutes that authorizes education services and funding for preschools. Presently, grantees are eligible in the following states:

- California, Colorado, Connecticut, Florida, Hawaii, Illinois, Iowa, Louisiana, Maryland, Minnesota, Mississippi, New Jersey, New York, Oklahoma, Pennsylvania, Rhode Island, Texas, Virginia, Washington, West Virginia, Wisconsin.

Grantees in the following states are eligible if they are located in a public school facility:

- Kansas, Maine, Missouri, North Carolina, South Dakota, Utah

E-Rate funds two types of services:
Priority 1 Services

- Telecommunication Services includes local, long distance, wireless and voicemail (does not require a

technology plan)

- Internet Access (requires a technology plan)

Head Start programs should explore filing E-rate applications for Priority 1—telecommunication services. The cost saving is substantial, a technology plan is not required and the closing date is January 10, 2007. All priority one eligible applications are funded before priority 2 services.

Those programs with technology plans in place may consider also applying for **Priority 2.**
Priority 2 Services (requires a technology plan)

- Internal Connections

- Basic maintenance of internalconnections

Application Process

The application process for telecommunication services (**Priority 1**) includes the following steps:

- Determine Eligibility

- Open a Competitive Bidding Process by submitting a Description of Services Requested **on-line** at http://www.sl.universalservice.org/menu.asp --- Form 470 (sample attached)

- Select a Service Provider

- Submit a Funding Request through Services Ordered and Certification Form 471 (sample attached)

- Undergo Application review by USAC

- Receive Funding Decision

- Begin Receipt of Services / Form 486

- Invoice USAC / Form 472 or Form 474

A more detailed explanation of the E-rate application process is attached or you can access the site at: http://www.universalservice.org/_res/documents/sl/pdf/els_archive/2007-eligible-services-list.pdf. This is a user friendly site established by the FCC, and programs are encouraged to access it directly.

Important Timelines
To obtain discounts for the July 1, 2007 – June 30, 2008 program year, Head Start programs must file **on-line** a description of services requested, **Form 470, by January 10, 2007**. Attached is a sample Form 470. Form 470 must be posted for 28 days to allow vendors the opportunity to bid on the services requested. Applicants may then select a vendor and submit a Services Ordered and Certification Form 471. **Form 471 must be submitted by 11:59 PM ET on Wednesday, February 7, 2007**. A sample Form 471 is also attached.

Head Start programs may contact the Head Start Knowledge and Information Management Services (HSKIMS) at (866) 763- 6481 for general information about E-Rate applications. To ensure swift service, please have the following information ready when you call:

- Legal name of agency

- Physical address (no P.O. Box)

- Mailing address (if different) City, State, Zip

- Telephone number and fax number

- Agency E-rate point of contact and e-mail address

- Type of organization (public, private, or religious)

- County or parish name

- E-mail address for the organization (not a personal e-mail address). If there is no e-mail address for the organization state "no e-mail address for the organization".

- Name, e-mail and contact information for the person making this request

Information Services staff members at HSKIMS will forward your information to the E-Rate consultant who will contact you directly.

Eligible Services
Only certain products and services, used in certain ways, are eligible for E-Rate. Eligibility is based on criteria established by statute and FCC rules. The Eligible Services List is one of the key documents that indicate the products and services that can receive E-Rate funding and the acceptable uses for those products and services.

The Office of Head Start will sponsor information webinars in 2007 for grantees to hear more about E-Rate for the 2008 funding period. The Office of Head Start has been advised that service providers and consultants may approach Head Start programs with offers to get E-Rate funding, some of which are not in the best interest of Head Start.

In 2007, The Office of Head Start will encourage all eligible Head Start programs to participate in **Priority 2 Services** – for the July 1, 2008 – June 30, 2009 E-rate program year. The FCC requires that Technology Plans be approved for reimbursement for many eligible services. Webinars, cluster trainings are being considered in 2007 and a tool kit is under development to support Head Start programs in applying.

The tool kit will be available on the Early Childhood Learning and Knowledge Center (ECLKC) at http://eclkc.ohs.acf.hhs.gov/hslc.

Sincerely,

Director
Office of Head Start

Attachments:
E-Rate Process
Sample Form 470
Sample Form 471

Top▲

E-Rate Discounts Available in Select States– Apply Now! ACF-IM-HS-06-07. HHS/ACF/OHS. 2006. English.

More on Application

Application and Grant Award Process

Application Budget

DAB: Arizona Affiliated Tribes, Inc.

DAB: Child Opportunity Program

DAB: Community Action Agency of Franklin County, Inc.

DAB: Community Action Agency of Yamhill County, Inc.

DAB Decision No. 1598: Home Education Livelihood Program, Inc.

DAB Decision No. 2148: The Head Start Board of Directors, Inc.

DAB: Lonoke Economic Development Agency

DAB: Saginaw County Community Action Agency

DAB: The Human Development Corporation of Metropolitan St. Louis

Developing And Writing Grant Proposals

Grant Application Budget Instrument (GABI)

Grant Related Documents and Forms

HHS Grants Policy Statement (GPS)

Notice of Grant Award

Number Guide for Government Contractors and Grantees: DUNS®

Sample Indirect Cost Rate for Non-Profit Organizations

Standard Forms

Supplemental Applications

Tracking Your Grant Application Package: What to Expect After Submission

View Grants By Major Activity Type

IM-09 Internet Based Application Submission Using Grants.gov

E-Rate Process for Internet Access in Priority 1 and Priority 2

IM-12 New Head Start Grant Application Instructions

E-Rate Discounts Available in Select States–Apply Now!

Head Start Program	**Directories**	**Collaboration Offices**	**Resources**	**Regulations & Policies**	**News & Events**	**Contact Us**
Director of Office of Head Start	ARRA Program Locator		Emergency Preparedness	Head Start Act	Alerts - Head Start News by Email	
About Head Start	EHS Start-Up Planner Database		Conference Center	Head Start Program Performance Standards and Other Regulations	Upcoming Conferences	
Head Start Program Factsheets	Head Start Higher Education Partnership Grants		Head Start Publications		What's New	
Leading the Way	Head Start Program Directory		State Advisory Councils	Program Instructions (PIs)	News Archives	
Roadmap to Excellence	Head Start Locator		Webcasts & Multimedia/Cinema	Information Memorandums (IMs)		
ARRA 1512 Reporting			Related Websites	Policy Clarifications		
Head Start Monitoring			Head Start Bilingual Glossary	Renewal of Head Start Grantees		
Program Information Report				Withdrawn IMs and PIs		
Risk Management						
We ARRA Working						

Contact Us | **Privacy Policy** | **Disclaimer** | **Site Map** | Adjust Screen Resolution / Optimized for 1024 × 768

U.S. Department of Health and Human Services

Administration for Children and Families
Office of Head Start (OHS)
8th Floor Portals Building
Washington, DC 20024